

PPDB EMPLOYEE PERSONNEL ACTION CODES IN NUMERICAL ORDER

THE FOLLOWING PA CODES ARE TO BE USED FOR ALL SERVICE TYPES UNLESS SPECIFIED BY SPECIFIC REPRESENTATION (REPR) CODE OR STATES DIFFERENTLY IN THE PA MANUAL.

*	141	New Hire	*	410	Employee Repr Code Change
*	142	Reemployment	*	420	Appointment Type Change
*	144	Return from Layoff	*	430	Begin Work Out of Class
*	146	Appointment from Unclassified Service	*	431	End Work Out of Class
*	147	Return of an Employee to a Higher SR	*	440	Begin Lead Work Differential
*	148	Retiree Appointment	*	441	End Lead Work Differential
*	151	Seasonal New Hire	*	450	Unit Transfer (Position Number Chg.)
*	152	Reemployment of a Seasonal Employee	*	460	FLSA or Overtime Code Chg.
*	153	Return of a Seasonal Employee to a Higher Salary Range	*	490	Begin Pay Differential
*	167	'X' Repr Appointment (Temporary)	*	491	End Pay Differential
*	168	Temporary Retiree Appointment			
*	171	Transfer -in: Promotion		506	Computer Generated Termination of Job
*	172	Return from T/S Removal to Previous Agency/Class		510	Layoff
*	173	Transfer-in: Lower		520	Resignation
*	175	Transfer-in: Equal		530	Retirement
*	181	Appointment from OUS or semi-independent agency		540	Death
*	199	Temporary Services Worker (XTSW repr) **		550	Dismissal
				555	Termination due to no show, declined, keyed in error – DAS MASTER OPERATOR USE ONLY
*	214	Scheduled Salary Adjustment for 'X' repr only		560	Termination of a Seasonal Appointment
*	230	Name/Address Change		567	'X' Repr. Termination
*	231	Personal Data Change		570	Trial Service Removal
*	232	Service Related Data Change		572	T/S Removal/Return to Previous Agency/Class
*	234	Performance Appraisal Score Change		580	Transfer to Different Agency
*	235	Performance Appraisal Date Change		590	Termination of Appointment
*	237	Comp Related Data Change		592	Termination - End of Limited Duration Appointment
*	238	PERS:Wage/Job Class Code Change excluding 'X' Repr employees			
*	239	Correction/Change to Salary Eligibility Date	*	628	Leave With Pay – Education
*	241	Other Data Change	*	629	Leave With Pay – Other
*	267	'X' Repr Data Change	*	631	Leave Without Pay – Military
*	268	PERS: Wage/Job Class Code Change for 'X' Repr employees	*	632	Leave Without Pay – Education
*	299	Data Change for XTSW Rep Only	*	633	Leave Without Pay – Job-Incurred Sick
			*	634	Leave Without Pay – Non-Job Incur Sick
*	321	Promotion	*	635	Leave Without Pay – Academic Year
*	330	Reassignment – Equal	*	637	Leave Without Pay - Other
*	331	Reassignment – Lower	*	681	Return From Leave
*	332	Reassignment – Demotion			
*	333	Reassignment – Lower in lieu of Layoff	*	710	Suspension With Pay
*	340	Return from Reassignment	*	720	Suspension Without Pay
*	341	Return from Demotion	*	750	Return from Suspension
*	342	Return from T/S Removal to Previous Classification			
	344	Return from Demotion in Lieu of Layoff	*	800	Pay Basis Change
			*	811	Increase – Base Pay Change
*	361	Reclassification – Upward	*	812	Decrease – Base Pay Change
*	370	Reclassification - Downward	*	813	Special Increase – Base Pay Change
*	380	Reclassification – Equal			
*	381	Reallocation – Upward (Higher Salary Range)	*	814	Scheduled Salary Adjustment
*	382	Reallocation – Lower (Lower Salary Range)	*	815	Base Pay Restored
	383	Reallocation – Equal (No Change in Salary Range)			

SPECIAL PA ACTIONS

BIC	Budget Issue Correction
COR	Correct History Record
EFF	Effective Date Change
PAC	PA Code Correction
PRG	Delete a Record
OUR	For HRSD Use Only
SUM	Summarized Record (Info only)

*PA codes with an asterisk indicate these codes are effective the beginning of the work day.

** Note: The PA Code 199 is to be used to process a temporary services worker (Employees of Manpower, St. Vincent de Paul etc. who are assigned to work at a State agency) for purposes of having a PPDB RACF USERID assigned to them. The Temporary Services Worker is NOT a State employee and the record does not go to Payroll or APPL/CERT system.

PA Codes 147, 151, 152, 153, 181, 341, 342, 344, 555, 560 and 592 become effective 12/17/07.

PA Codes 148, 168, 172, 230, 238, 268, and 572 became effective 09/01/04.

PA Codes 143, 145, 176, 177, 178, 322,323, 324, 390, 507, 591 for service types 'Z' and 'U' became obsolete effective June 2000.